

# ARUL RAJAN J



**Mobile No.:** +971 543744298

**Email:** [arulrajan04@gmail.com](mailto:arulrajan04@gmail.com)

**Abu Dhabi, UAE.**

## EDUCATIONAL ATTAINMENT

- Bachelor of Commerce from Thiruvalluvar University
- 12<sup>th</sup> from St. Jude Thaddeus Higher Secondary School
- 10<sup>th</sup> from St. Jude Thaddeus Higher Secondary School

## PERSONAL INFO

Nationality : India  
Gender : Male  
Date of Birth : 04-Dec-1986  
Marital Status : Married  
Passport No. : T6779816  
UAE Driving License No. : 2965189 (Exp. Date: 21-11-2025)

## SOFTWARE PROFICIENCY

MS OFFICE – Word | Excel  
TALLY | Oracle JD Edwards |  
Oracle Hospitality Materials Control

## LANGUAGES KNOWN

English ● ● ● ● ●  
Tamil ● ● ● ● ●  
Hindi ● ● ●  
Malayalam ● ● ●

## PROFILE SUMMARY

Organized Logistics Coordinator and Store Keeper with years of experience providing top-notch inventory management services. Proficient in identifying opportunities to improve efficiency and optimize cost-effectiveness. Excellent communication skills to manage multiple priorities in a fast-paced environment

## WORK EXPERIENCE

- **Logistics Coordinator Cum Store Keeper**  
Global Catering Services LLC, U.A.E  
**Feb 2023 – Present**  
Handling 5 Sales Persons and 5 Vehicles, also assisting 15 Labors.
- **Purchase Officer Cum Inventory Controller**  
Nine Miles Catering Services, U.A.E  
**Apr 2022 – Nov 2022**
- **Inventory Controller | Store Keeper | In-Charge**  
Al Maya Groups (L.L.C) U.A.E  
**Jan 2018 – Jan 2022**
- **Store Keeper**  
Ultra Technical Concepts LLC  
**2011 - 2013**

## ROLES & RESPONSIBILITIES

### Logistics Coordinator:

- ❖ Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- ❖ Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime
- ❖ Meet regularly with warehouse leads to analyze productivity and develop actionable plans for loss prevention
- ❖ Oversee and manage logistics for transporting products to customers and company facilities, communicating with drivers and air partners to ensure efficient delivery of packages
- ❖ Overseeing receiving, warehousing, and distribution operations.
- ❖ Implementing operational policies and procedures.
- ❖ Ensuring effective and safe use of warehouse equipment.
- ❖ Processing Orders
- ❖ Ensuring the safety of staff, also training, supervising and appraising staff.
- ❖ Maintaining documentation and keeping accurate records of warehouse activities.
- ❖ Maintaining awareness and knowledge of the condition and location of fleet vehicles.
- ❖ Assisting with deliveries where required
- ❖ Coordinate with Quality Control & Logistics departments.
- ❖ Operating machinery, such as forklifts and pickers, and ensuring it is in working order.
- ❖ Liaising with transport companies, suppliers and clients.

## KEY SKILLS

- Warehouse organization
- Staff Management
- Customer Services
- Production planning
- Warehouse Logistics
- Staff supervision
- Order picking and processing
- Shipping and Receiving
- Training and Development
- Logistic management
- Excellent Communication
- Leadership

## CERTIFICATES

- Essential Food Safety Training Certificate

### **Inventory Controller:**

- ❖ Oversee inventory and supply chain management according to company guidelines.
- ❖ Perform critical inventory tasks to ensure the correct amount items are in stock
- ❖ Respond to sales inquiries and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment.
- ❖ Review operations schedules and production requirements to ensure timely order fulfillment.
- ❖ Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions.
- ❖ Tally the monthly sale, purchase and forwarding the reports to Accounts department Preparing sales invoices & the upkeep of an accurate accounts filing system.

### **Store Keeper:**

- ❖ Managing day to day operational activities of warehouse like administrative duties, stocks transactions, physical inventories, transport, clean, safety and security
- ❖ Organize Storage, Merchandise, Damage, Dispatch areas and work areas for smooth operation
- ❖ Monitoring receipt of stock and checking delivery note and invoices and items delivered in conformance with purchase orders and prepare goods receipt notes
- ❖ Controlling the processing of stock delivery orders and directing the issuance and delivery of stocks to the concerned locations
- ❖ Analyzing stocks and records and suggesting appropriate actions for non-usable, slow moving or dead stocks and end of project materials and safekeeping materials
- ❖ Supervising the proper handling of stock items and monitoring loading and unloading of stocks
- ❖ Receiving all incoming materials and reconciling with purchase orders and other related documents
- ❖ Reporting, documenting and tracking damages and discrepancies on orders received
- ❖ Physical stock verification and reconciliation of stock in system

### **Purchase Officer:**

- ❖ Managing day to day operational activities of warehouse like administrative duties, stocks transactions, physical inventories, transport, clean, safety and security
- ❖ Conducting product research and sourcing new suppliers and vendors.
- ❖ Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- ❖ Performing inventory inspections and reordering supplies and stock as necessary.
- ❖ Updating and maintaining records of all orders, payments, and received stock.
- ❖ Supervising the proper handling of stock items and monitoring loading and unloading of stocks
- ❖ Receiving all incoming materials and reconciling with purchase orders and other related documents
- ❖ Coordinate with warehouse staff
- ❖ Maintaining good relationships with suppliers

## DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge I look forward to hearing from you in the near future.

**ARUL RAJAN J**